

Search

PURPOSE

The purpose of this guide is to explain the search functions in Pae Korokī.

GENERAL CONSIDERATIONS



Pae Korokī works best in the Chrome browser.

SEARCH TIPS

Before you begin your search, it's good to have a few key words in mind.

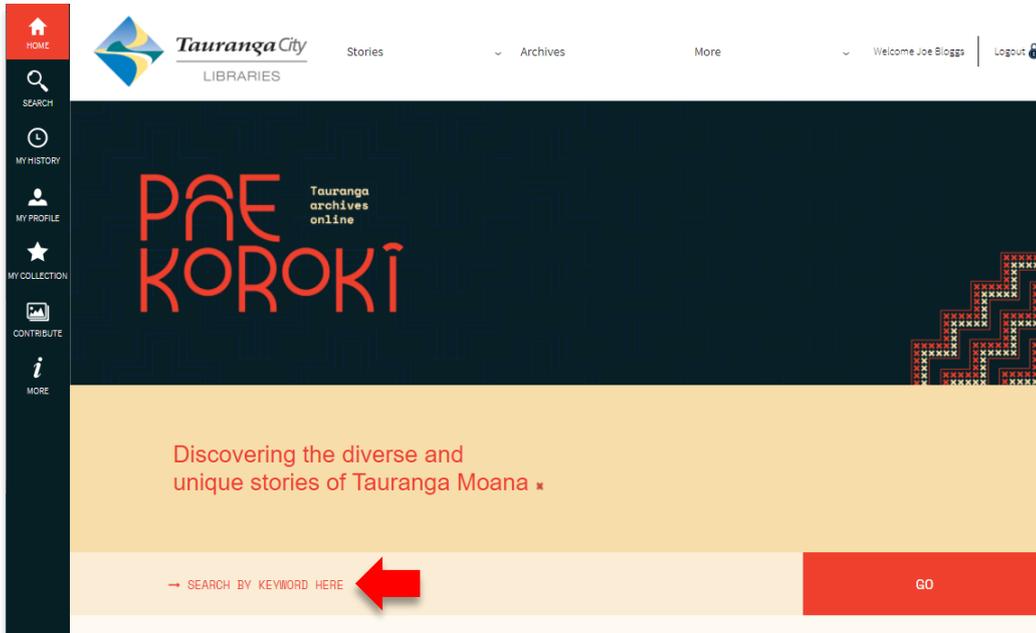
For example, if you were after information on missionary **Alfred Nesbit Brown**, you might search for some of the following terms: **Archdeacon Brown, Alfred Nesbit Brown, Rev. Brown, A. N. Brown or Alfred N. Brown.**

Additional terms could include; **missionaries, Church Missionary Society, CMS, Te Papa Mission Station, Elms Mission House, The Elms etc.**

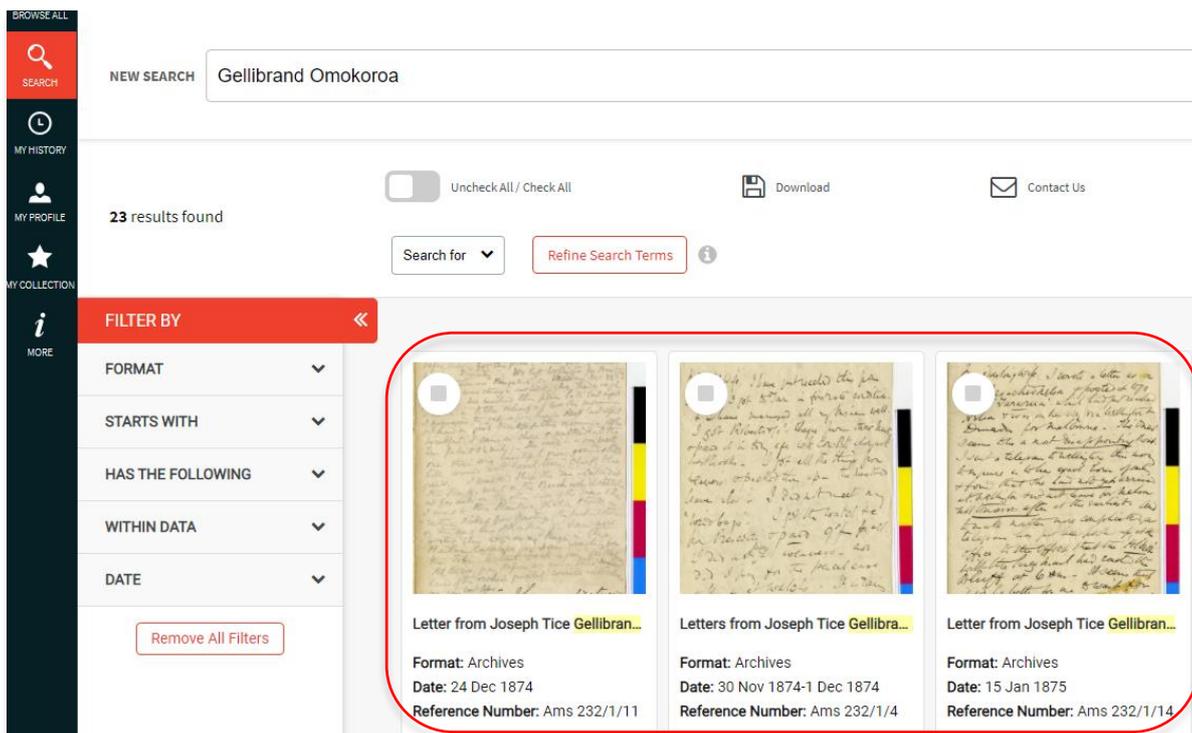
Whenever you're searching, it's good to have some options.

SIMPLE SEARCH

Add your search term/s into the search bar on the Pae Koroki home page, then **enter** or select the click on **Go**. As an example, we'll look for **Gellibrand Omokoroa**.



This will look for all the words in the title and all descriptive fields. For the example, it will return results where **Gellibrand AND Omokoroa** appear in one item. You can then browse the results and select an item you are interested in.



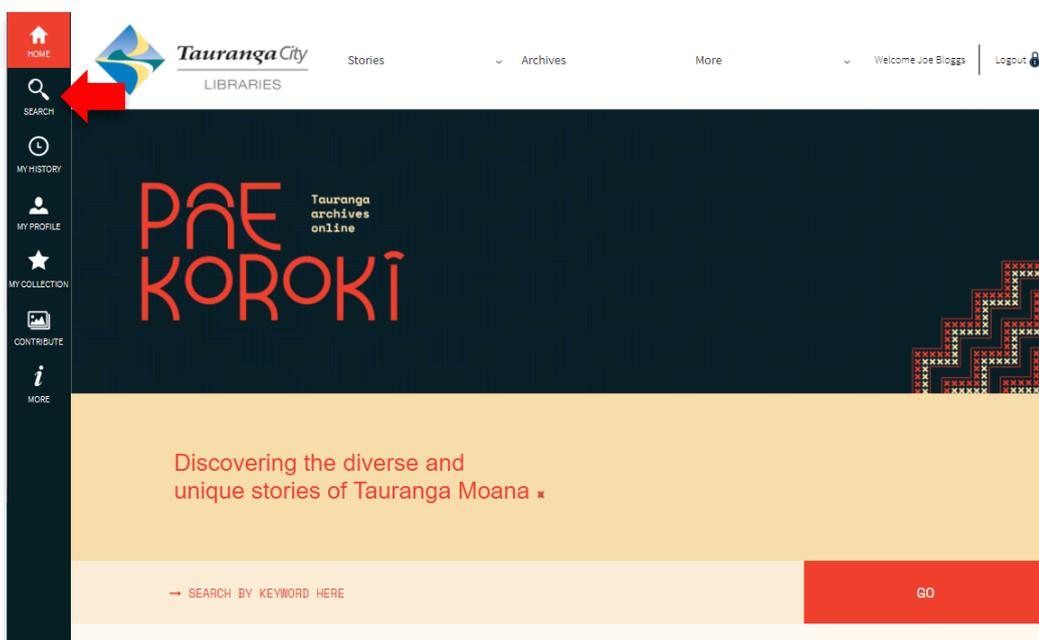
From this point, you can access the Advanced Search features to further refine your results.

ADVANCED SEARCH

The **Advanced Search** on Pae Korokī offers further filter and refinement options.

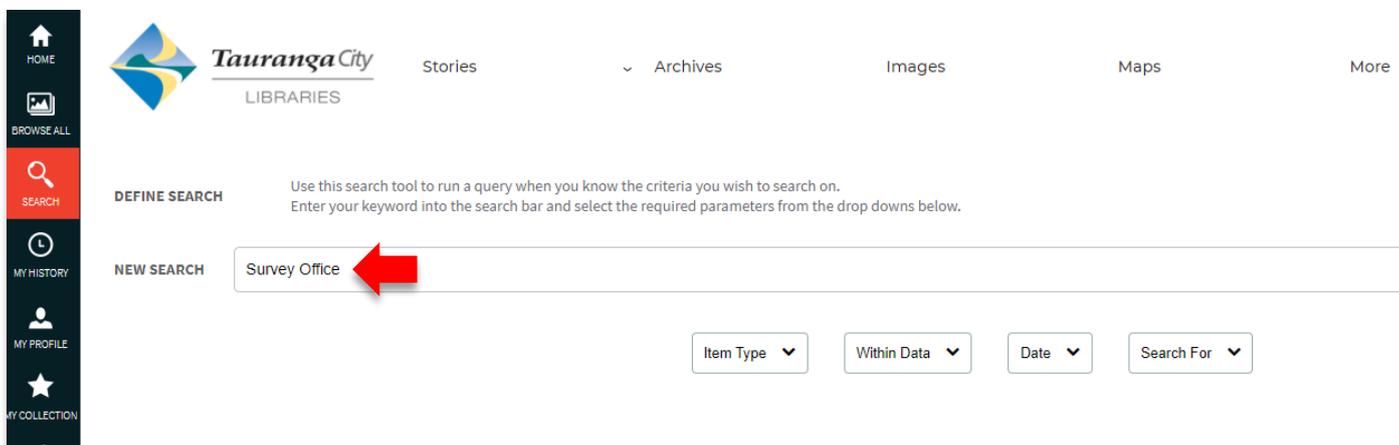
This guide will work through a very specific example to demonstrate the search functions. Example: **Tauranga Survey Office Letter Book, 1866-1867 (MS 18), which is available in digital format.**

To access Advanced Search, select the **Search** icon on the left side menu.

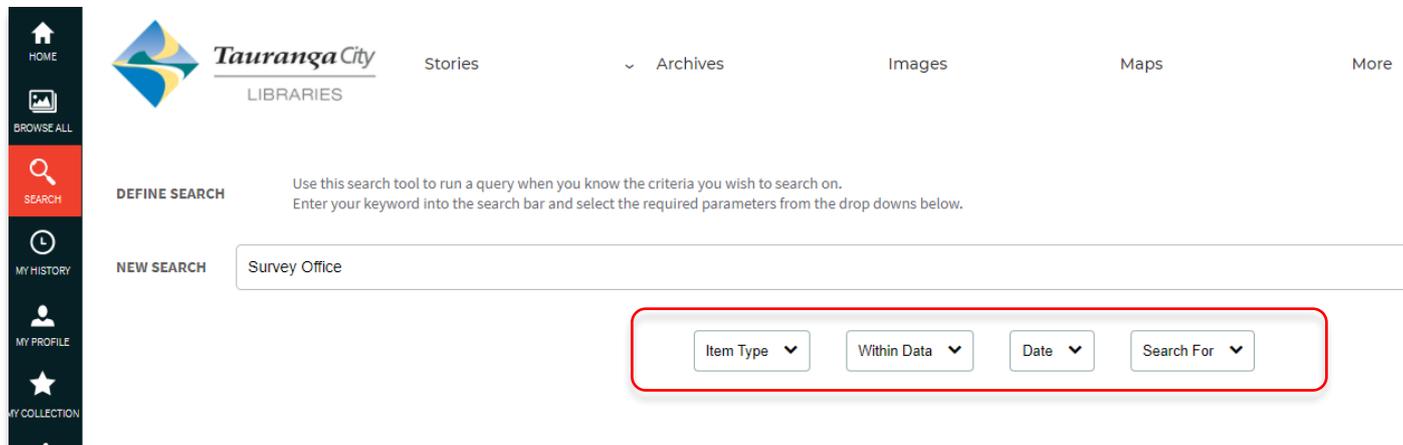


DEFINE SEARCH

Add relevant keywords (this is not case sensitive). For our example, add **Survey Office**.

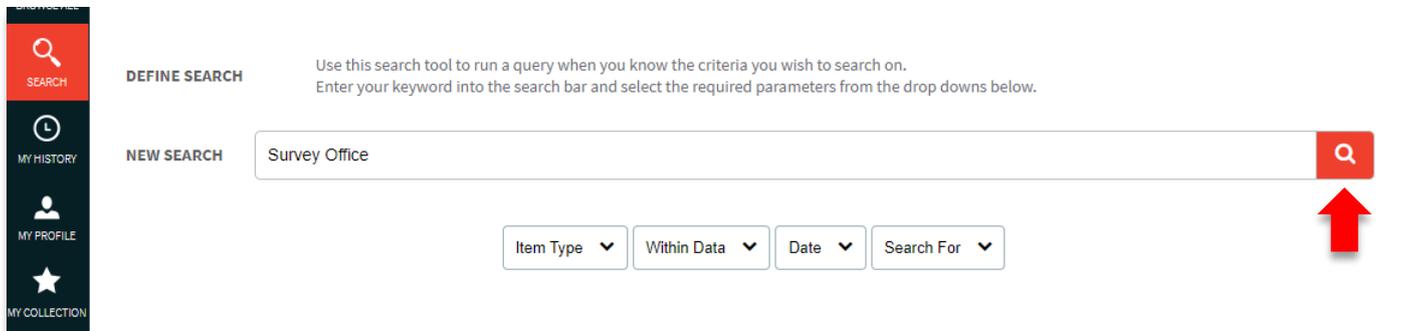


We are also able to add some additional parameters using the dropdowns (if we do not select these, the defaults will apply):

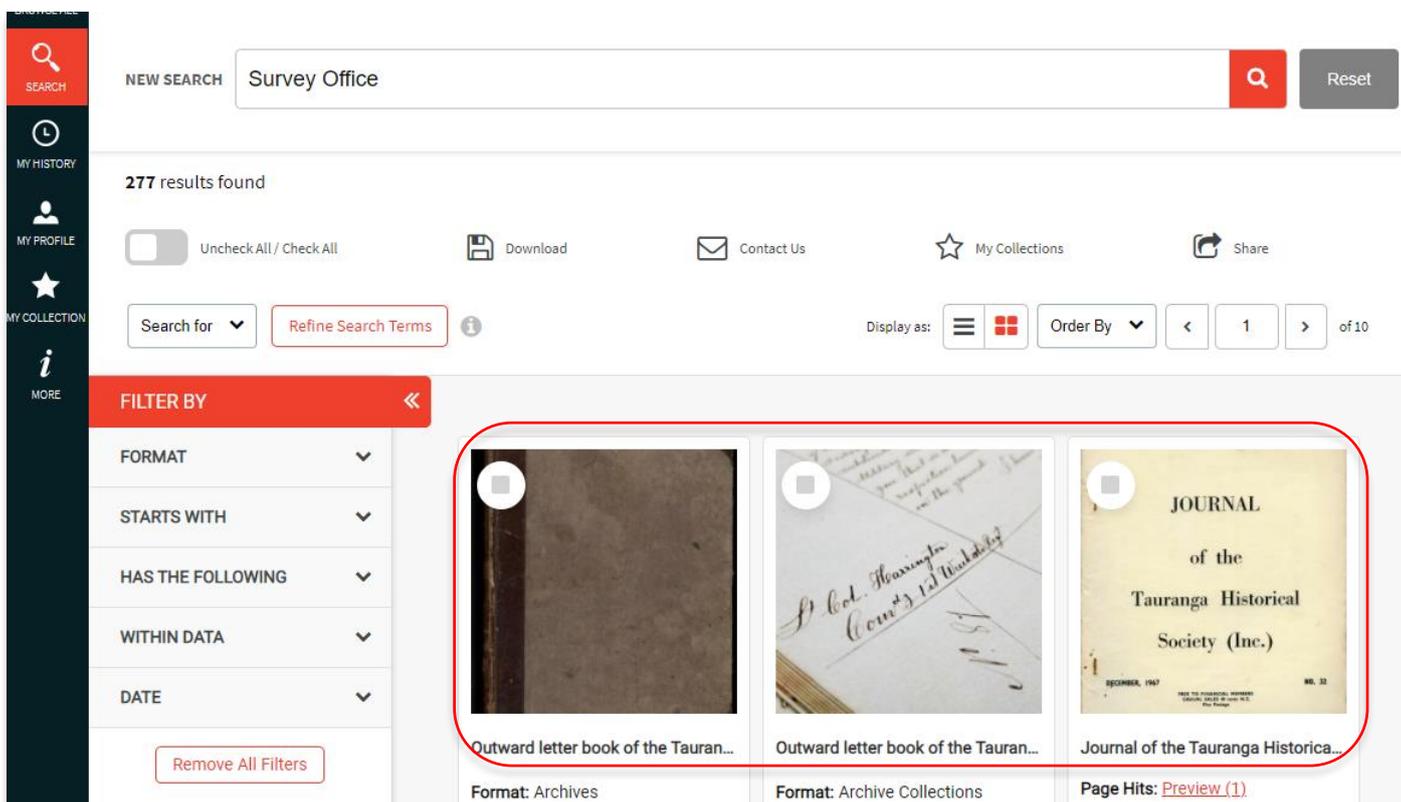


Dropdown and default	What it does	For this search ...
Item Type Default: All item types	Allows you to choose a particular type of item e.g. photograph, plan, map, etc. Uncheck all at the top, then select the options you want (choose more than one if you wish).	We will choose Item , as it will return letters, proceedings, cards, registers and directories not covered by other item types.
Digitisation Status Default: All items	Allows you to decide if you only want to see those that have been digitised or not digitised or all items.	We are going to choose Digitised only as we only want those available in digital format.
Within Data Default: All fields	Allows you to decide the amount of data you are searching in: <ul style="list-style-type: none"> • Titles Only • All Fields (which includes title and description) or • All Fields + Content. 	Let's extend our search to include the content of searchable documents by changing to All Fields + Content. Note: This will search transcriptions but not handwriting.
Date Default: No date range	Allows you to select a date range for your search results.	Let's add 1866 to 1867. We need to either type a full date (01/01/1866 to 31/12/1867) or select it from the calendar.
Search For Default: All keywords	Allows you to select what you are searching for. <ul style="list-style-type: none"> • All Keywords – when all keywords appear in the item e.g. Survey AND Office • Any Keyword – when either keyword appears in the item (e.g. Survey OR Office) • Exact Phrase Match – when the keywords appear in the item exact way you type them in (e.g. "Survey Office" as a phrase) 	Let's retain the default selection of All Keywords which will return all records with Survey AND Office in them, even if they are not together.

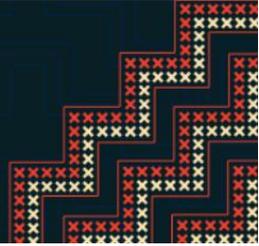
When the parameters are set, select the **magnifying glass** or hit **Enter** to run the search.



Our results will appear.

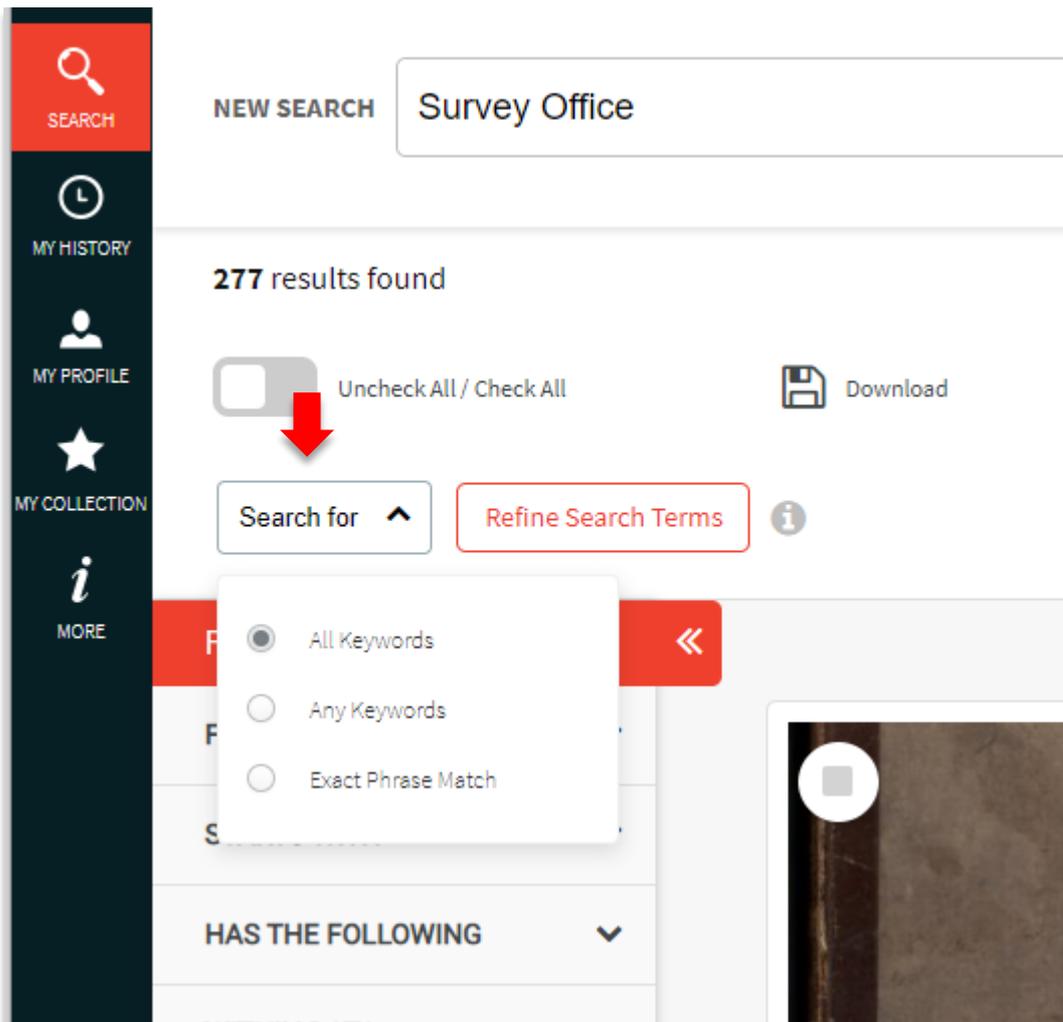


We can now browse the results and select any of the search results.

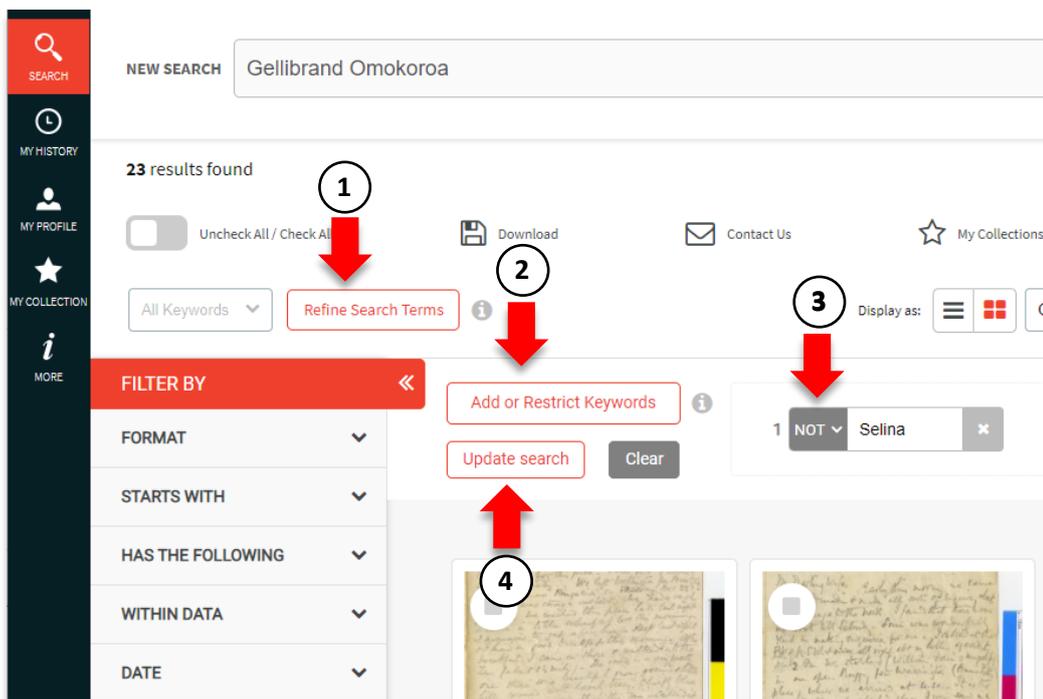


CHANGES AND REFINEMENTS

We have the option to change what we are searching for within our search results using the **Search For** dropdown.

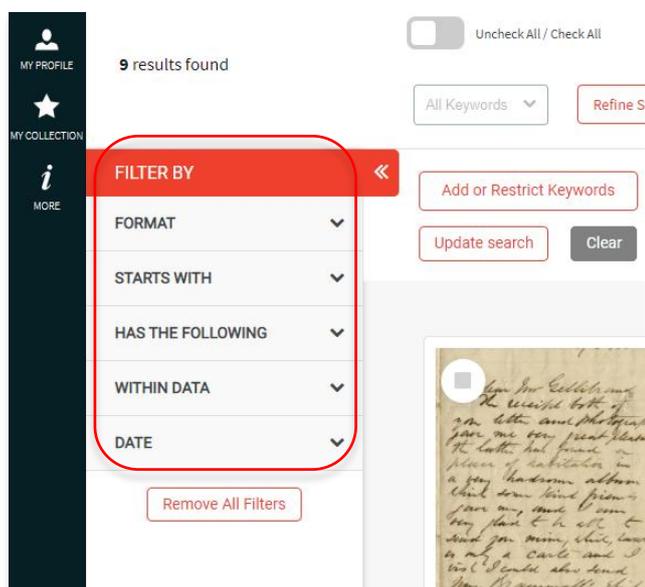


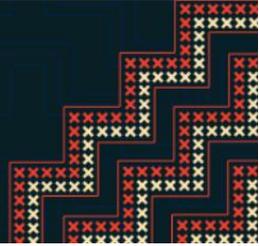
The **Refine Search Terms** icon allows us to refine our results further by adding or restricting keywords. For example, if you want to remove records that refer to **Selina Gellibrand** from the search that had **Gellibrand Omokoroa** mentioned in the title or description, you can choose **NOT Selina**, then **Update Search**. In this case it reduced the results from 23 to 9.



FILTERS

Pae Korokī has powerful filtering options to reduce or expand your search results by changing criteria. If you expand the filters you will see your selections. You can remove or change each or all of your filters. For example, you can remove a date filter which may increase your search results.





REFINEMENTS

Filters also provide you with the option to further refine your search. For example, you can filter by **FORMAT**, and then refine the results within this selection using other filters:

FILTER BY <<

FORMAT ^

ALL ITEM TYPES (REMOVE FILTER)

Archive Series	1	
Archives	3	∨
Creator	...	∨
Brammell, C. L.	1	
Crapp, Arthur Alg...	1	
Gellibrand, Josep...	1	

If you select the **down arrow** at the end of **FORMAT** in the filters, you can see the different formats it possible to filter by.

For example, you can choose to only see archive items by clicking the **down arrow** next to **Archives**.

You can then filter your search results further by using the options available. In this example, you can filter the results by **Creator**.

Note: The ability to refine by some of these additional options is dependent on how much descriptive information is available in the system. Many are new fields and may not yet contain much data. More information will be added over time.

VIEWING AN ITEM

To see how to use the item viewing tools, [click here](#).

FURTHER ASSISTANCE

If you require assistance, please check the other online guides on Pae Korokī or contact Te Ao Mārama ki Te Papa Tauranga City Library:

Email: Research@tauranga.govt.nz

Phone: 07 577 7177